

Finance & Accounting Solutions

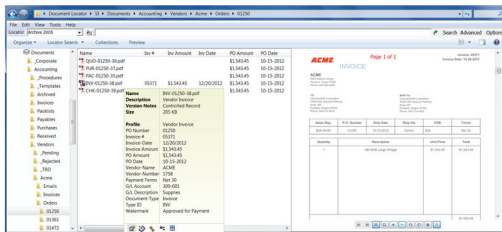
AP Invoice Automation

Lower the cost and speed-up the pace of Accounts Payable procedures with an efficient, paperless approach to invoice processing. Everything is managed electronically for greater speed and accuracy.

AP Invoice Automation in Document Locator turns paper-based invoice processing into an organized, structured system. Invoices arriving by paper, fax, email, or FTP are quickly converted into the digital system, routed for approval, and processed for payment. Notifications and email alerts keep everyone informed, while reports add visibility throughout.

Windows integration makes it easy

Invoices are managed in a system fully-integrated into Microsoft Windows Explorer. This makes it easy and intuitive for people to use.



Invoices are processed, stored, and accessed right from within the familiar Microsoft Windows Explorer view – making it easy for everyone.

Faster processing saves time and money

Reducing the time it takes to process invoices lowers the cost per invoice. Less time is spent coordinating approvals, errors are reduced, and there is greater flexibility to manage payment cycles for improved cash flow and early pay discounts.



The AP Invoice Automation solution is built on ColumbiaSoft's DL document control platform.

“

Prior to Document Locator, a lot of hours were spent by department managers going through filing cabinets researching hard copies of invoices for budgeting, payment histories, and new project planning.”

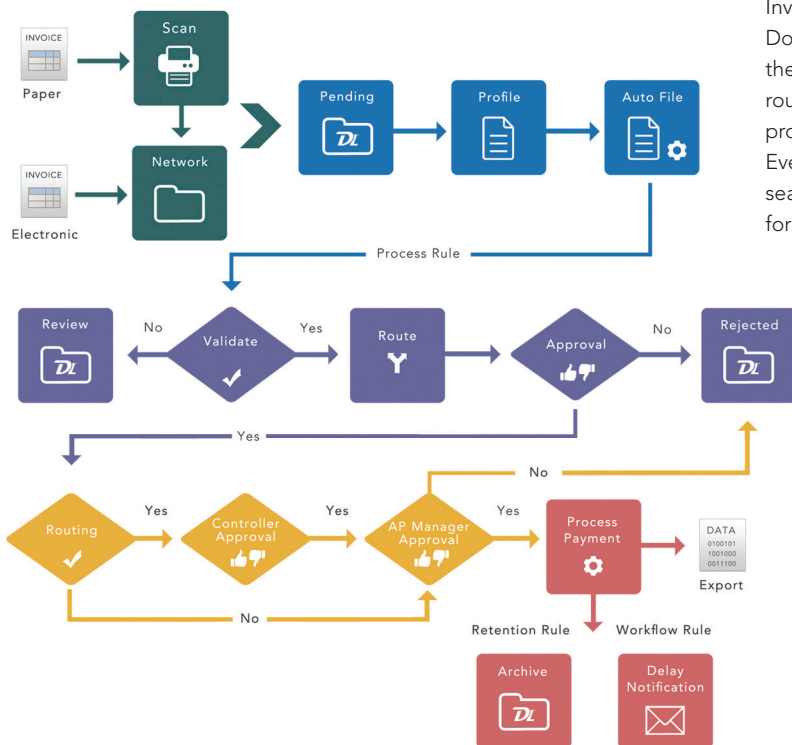
Horizon House

Improve the speed and accuracy of accounts payable procedures in a closed-loop system that reduces costs, enforces consistency, and shortens processing time.

(800) 298-1172
www.ColumbiaSoft.com

A closed-loop system for invoice approval processing

- Digital capture
- Profiling
- Error checking
- Workflow routing
- Notifications and alerts
- Approvals
- Watermarking
- Processing and archiving



Invoices arrive in Document Locator where they are quickly profiled, routed for approval, and processed for payment. Everything is saved, searchable, and organized for easy retrieval.



Paperless invoice processing.

- Reduce the cost of invoice processing.
- Improve accuracy.
- Reduce payment errors and check reissues.
- Avoid delays and penalties.
- Improve cash flow.
- Eliminate the chase for approvals.

Lower the cost of processing

Process invoices with a minimum of handling and material expense. Streamlining AP approvals by avoiding mailing, copying, and manually routing files adds up to savings in the cost to process each invoice.

Improve visibility and consistency

Forecast more accurately with a clear view of invoices in processing. Consistency leads to greater control and ability to manage payments by a schedule.

Scale to meet any demand

Scale to meet demand during peak processing periods with the ability to quickly ramp-up processing when volume gets heavy.

Easy three-way matching

Invoices, purchase orders, and shipping documents are cross referenced by metadata values, making it easy to validate the accuracy and authenticity before payment. Everything is organized in a digital order package.



(800) 298-1172

ColumbiaSoft Corporation
15495 S.W. Sequoia Parkway
Suite 190
Portland, OR 97224